



### Privacy & Civil Liberties Oversight Board

**To:** Members, Privacy and Civil Liberties Oversight Board  
**From:** (b) (6), Legal Counsel  
**cc:** (b) (6), Chief Administrative Officer  
**Re:** PCLOB-D-12-2013: FOIA Response 2013-11

#### ACTION REQUIRED

Approval of a draft response to a request for records under the Freedom of Information Act.

#### BACKGROUND

On April 29, the Board received a FOIA request seeking: the "guidelines" used by the CIA/Executive for drone strikes; the Board's semi-annual reports to Congress; and the FOIA reference guide. Under the FOIA, we must respond to the requester no later than **May 28, 2013**. In addition to your approval of this request, I request that you authorize me to sign the request as the FOIA Officer. Under our delegations, the FOIA Officer is the Executive Director. In the absence of an Executive Director, I recommend that you delegate authority to me to act as FOIA Officer until the earlier of (1) appointment of an Executive Director; or (2) the end of my detail. A copy of the request, the response, the referral letter to DOJ and the potentially responsive documents are attached.

#### DECISION

The Board approves the attached response to FOIA Request 2013-11 and the referral letter to the Department of Justice. In addition, the Board delegates responsibility to act as the Board's FOIA Officer to Claire McKenna. This delegation shall expire upon the earlier of the Chairman's appointment of an Executive Director or June 14, 2013.

*Approved by notational procedures.*

Board Member	Yes	No
Rachel Brand	X	
Elisebeth Collins Cook	X	
James X. Dempsey		
Patricia Wald	X	

*Approved by the Board (effective May 28, 2013)*

Certified by:   
Claire McKenna  
Legal Counsel